

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA # 21-534	C&P Analyst Approval	Date	
Employee Name Vacant		Division Administrative Services			
Position No / Agency-Unit-Class-Serial Associate Governmental Program Analyst (AGPA) – Recruitment & Education Outreach Specialist		Unit Recruitment Unit			
Class Title 461-223-5393-701		Location Sacramento			
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		CBID RO1	Work Week Group:	Pay Differential	Other
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under direction of the SSM I Recruitment Unit Supervisor, the Recruitment & Education Outreach Specialist (AGPA) is responsible for assisting in the recruitment efforts for all state hospitals for classifications with chronically high vacancy rates. The functions of the Recruitment Unit would include researching the reasons for high vacancy rates for certain classifications; developing and implementing targeted advertising and outreach campaigns to potential candidates in hard-to-recruit classifications; enhancing the department's website and social media presence on LinkedIn to reach potential candidate groups; developing relationships with public and private schools and training programs that could assist the department in its recruitment efforts; developing metrics to evaluate the effectiveness of the department's overall recruitment efforts and individual recruitment strategies.					
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).				
40%	The Recruitment & Education Outreach Specialist (AGPA) is responsible for managing the departments DSH LinkedIn account, researching the best publications and websites on which to recruit for potential candidates; managing contracts and purchase orders related to the department's advertising and marketing campaigns. Visits and forms relationships with local educational and professional industries; coordinates hospital participation and attends job fairs and conferences. Provides candidates with accurate employment information including salaries, benefits, working conditions, minimum requirements, interview processes, clearances, etc. Provide candidates with information regarding the hospital's mission, treatment modalities, and patient population. May schedule and guide hospital tours for prospective candidates. Up to 35% travel is required.				
35%	Orders and maintains supplies of recruitment materials and provides event participants with appropriate materials to effectively recruit staff. Tracks and monitors recruitment activities for effectiveness. Collects, monitors, and reports applicable recruitment and candidate statistics. Provides various reports to Executive Management and Human Resources Management Team as requested. Contact other public agencies and private businesses for best marketing and outreach practices for the types of classifications the department is attempting to recruit. Disseminate outreach and marketing materials to				

	candidate groups. Provide technical assistance and support to State Hospitals Program on the relocation process for new hires to the state and travel coordination for interviews for new hires.
25%	Assist in development and maintenance of policies and procedures for the implementation of a comprehensive Recruitment Program in the Department of State Hospitals (DSH) which includes: analysis of the reasons for high vacancy rates for particular classifications; developing and implementing strategies to reduce vacancy rates based on analysis of vacancy data; conducting targeted advertising and outreach campaigns to potential candidate groups in hard-to-recruit classifications; managing contracts and purchase orders; enhancing the department's website and media presence to reach potential candidate groups; and developing metrics to determine the overall effectiveness of the department's recruitment efforts and of individual recruitment strategies. Other AGPA duties as required.
Other Information	<p>The Department of State Hospitals provides support services to facilities operated within the department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.</p> <p>Up to 75% of the essential functions of this position may be performed via telework and/or with flexible scheduling. Consistent with Policy Directive 5338, telework may be considered with prior approval from management. If approved, incumbent is expected to provide in-office coverage on a rotational basis, and attend a variety of face-to-face meetings, and/or may travel throughout California as needed, with prior notice.</p> <p>Independence of action and the ability to manage time and multiple priorities is required.</p> <p>Use of technology, including but not limited to Microsoft Office, Microsoft Teams, WebEx, Zoom, and other virtual platforms is required. I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____ Employee's Signature</p> </div> <div style="width: 45%;"> <p>_____ Date</p> </div> </div> <p style="margin-top: 20px;">I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____ Supervisor's Signature</p> </div> <div style="width: 45%;"> <p>_____ Date</p> </div> </div>